



**Tennessee Department of Environment and Conservation  
Executive Administrative Assistant 1  
Office of the Commissioner  
Annual Salary Range: \$35,952 – \$45,500  
Executive Service Position**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 54 Tennessee State Parks and 83 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Office of the Commissioner**

The Office of the Commissioner is comprised of the Commissioner and his Executive Management team: two Deputy Commissioners, two Assistant Commissioners, the Office of Policy and Planning, Office of External Affairs, Office of Sustainable Practices, the Office of Talent Management, Chief of Staff and supportive administrative staff.

**Summary & Distinguishing Features**

The Executive Administrative Assistant 1 position is Executive Service and is based in the Nashville Central Office located on the 2<sup>nd</sup> floor at the Tennessee Tower. This position will be the first point of contact for visitors to the Commissioner's Office, Bureau of Parks and Conservation, Office of General Counsel, Human Resources and Information Systems. The position will also support the needs of the State Parks' retail store that is located at the main entrance to the department on the 2<sup>nd</sup> floor and provide administrative support for the Office of Talent Management team.

**Duties and Essential Functions:**

- Deliver professional customer service by acting as the first point of contact for the Commissioner's Office and other visitors to the office. This critically important duty includes: welcoming all guests in a friendly, professional manner, answering and screening all calls on a multi-line phone for the different divisions on the floor, and thoughtfully placing callers and office visitors in touch with the appropriate staff member, conference/meeting rooms, or other state government offices.
- Assists the Office of Talent Management with general administrative functions that may include typing, preparing and proofing numerous executive-level correspondences, preparation of reports, and assistance with special projects as assigned.
- Providing general customer service for the State Parks' retail store including the assistance in selecting items for purchase and completing sales transactions.
- Work with other Commissioner's Office administrative staff on special projects as assigned.
- Assist with video conferencing set up.
- Receive mail, packages and distribute accordingly. Maintain files, records and forms.
- Guiding visitors on tours, securing and informing routine information from/to other divisions as necessary.

**QUALIFICATIONS:** High School diploma is required; Associates Degree or Bachelor of Arts degree preferred. Five or more years relevant administrative experience needed

**Competencies Required:**

- Strong organizational skills and willingness to learn new systems and procedures.
- Proficiency using Microsoft Office products is essential. Excellent understanding of Power Point and Excel
- Effective interpersonal skills when working with people at various levels within the organization as well as external stakeholders, including but not limited to local and federal government officials, environmental organizations and the regulated community.
- Previous experience using data base tracking systems, learning management systems or People Soft products
- Experience using multi-line phone systems

All interested candidates should submit a resume and cover letter to Beth Smith, TDEC Director of Talent Management. Questions can be addressed to Beth Smith at (615) 253-5907 or [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

**Beth Smith, Director of Talent Management**

Tennessee Department of Environment and Conservation

William R. Snodgrass TN Tower

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Nashville, TN 37243

TDEC is an AA/EEO/ADA employer.